

702 KAR 6:045. Personnel; school nutrition employee qualifications.

RELATES TO: KRS 156.031, 156.160

STATUTORY AUTHORITY: KRS 156.160

NECESSITY, FUNCTION, AND CONFORMITY: KRS 156.160 requires the Board of Education to adopt administrative regulations deemed necessary or advisable for the protection of the physical welfare and safety of public school children. This administrative regulation establishes necessary qualifications and training of beginning school nutrition employees.

Section 1. A person shall not work, or be allowed to work, in a school kitchen unless he or she is physically and mentally able to do so safely and satisfactorily.

Section 2. (1) Prior to initial employment in a school kitchen, an employee shall:

(a) Complete the beginning school nutrition personnel training course prescribed by the Kentucky Board of Education; and

(b) Be issued a Kentucky school nutrition employee certificate by the chief state school officer, based upon evidence submitted to the Kentucky Department of Education, Division of Nutrition and Health Services, from a certified instructor that all training requirements have been fulfilled.

(2) The prescribed training course for certification of beginning school nutrition personnel shall consist of the following instructional units and minimum instructional clock hours:

(a) School food service rules and administrative regulations - one (1) hour;

(b) Sanitation - one (1) hour;

(c) Safety and first aid - one (1) hour;

(d) Food preparation and merchandising - one (1) hour;

(e) Equipment use and care - one (1) hour;

(f) Efficient use of resources - one (1) hour; and

(g) Nutrition education - one (1) hour.

Section 3. Those incumbent school nutrition personnel who voluntarily complete the beginning school nutrition personnel training course shall also be issued a Kentucky school nutrition certificate as prescribed in Section 2 of this administrative regulation.

Section 4. All certificate holders shall be required to renew their certificates annually by satisfactorily completing a minimum of four (4) hours of in-service training conducted by a certified instructor and relevant to the curriculum established under the standards set forth in Section 2 of this administrative regulation.

Section 5. (1) The local school food authority may issue a temporary school nutrition employee permit if it is necessary to initially employ an applicant on an emergency basis as a replacement or additional staff position, if the applicant meets the qualifications sets forth in Section 1 of this administrative regulation.

(2) This permit shall be valid only for a period of forty (40) work days and shall be nonrenewable.

(3) In order to continue working after this forty (40) day period has expired, the applicant shall fulfill the requirements of Section 2 of this administrative regulation.

Section 6. (1) A beginning substitute school nutrition employee shall be issued a temporary permit valid for forty (40) work days from the date of employment.

(2) A substitute certificate shall be issued to the substitute personnel upon completion of four

(4) hours of training as required by Section 2 of this administrative regulation in the following areas:

- (a) Equipment use and care;
- (b) Safety and first aid;
- (c) Sanitation; and
- (d) Food preparation and merchandising.

(3) Annual renewal of this certificate shall be based upon satisfactorily completing two (2) hours of training in any of the areas listed in Section 2 of this administrative regulation. (15 Ky.R. 1989; eff. 3-23-1989; Am. 17 Ky.R. 2043; eff. 2-7-1991; 35 Ky.R. 2154; 36 Ky.R. 1210; eff. 1-4-2010.)